A C H I E V E M E N T   S E R I E S

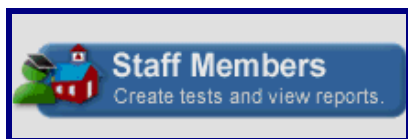# A c c e s s i n g   D i s t r i c t   T e s t   R e p o r t s

District Test Reports contain *aggregate* test results for students who were administered a common test throughout the District. These reports are available to District Location Controllers and Administrators and are accessed by logging in to the District site.

School Location Controllers and Administrators can login to their school sites and view *aggregate* test results for District tests *for their schools only.*

Teachers can login to their school sites and access results of District Tests for students in their assigned classes. These scores are in the Classroom Area: District Gradebook.

Section 1: Login to Achievement Series

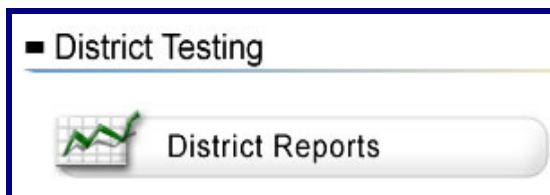1. Launch the Internet Browser and go to http://www.achievementseries.com/

2. Click the **Staff Members** button.

3. In the Login box, enter your **Site ID, Staff ID** and **Password.**

4. At the home page, select the **District Reports** button.

Section 2: Accessing District Test Reports at the District Level

All Reports are accessed from the main District Test Reports page shown below. As you go through the Reports screens you will see that many column headings are underlined, serving as *hotlinks.* Clicking the headings (hotlinks) will sort the data in the column in ascending and descending order.

The data on many Report screens can be easily exported to Excel. Look for the **Export XLS** link in the upper left corner of the Reports.

District Reports Screen

District Test Reports	Scores	Item Analysis
Scantron Test District	■ Scores	■ Item Analysis
Grade Levels	■ Scores	■ Item Analysis
Staff Members	■ Scores	■ Item Analysis
Student Groups	■ Scores	■ Item Analysis
Courses	■ Scores	■ Item Analysis
Classes	■ Scores	■ Item Analysis
Students	■ Scores	■ Item Analysis
Standards	■ Scores	■ Item Analysis

A C H I E V E M E N T   S E R I E S

1. **View District Test Scores**
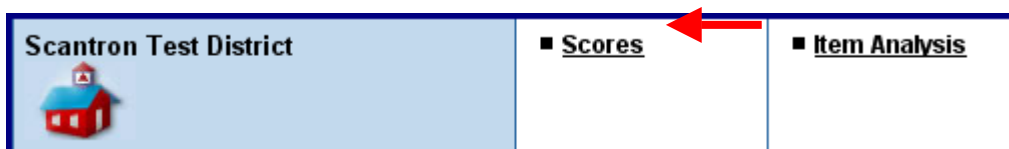
A. In the top row of the Reports grid, by **District** name, click **Scores**.

B. Select the desired District *test* by clicking the test name.

C. Observe the aggregate district-wide test results.

Disaggregating or Filtering District Test Scores

In the mid to lower portion of the report screen are options for filtering or disaggregating scores using Demographic or Group filtering options.

- To select a Demographic and/or Group filter just click **Change.**
- Select the desired Demographic and/or Group filtering option.
- Review the disaggregated information and modify if desired.
- Click **Clear** to restore the data to the original status**.**

Filtering options are available for all Reports. Refer here for instructions.

D. Click **Close** to return to the main Reports screen.

2. **View the Item Analysis Report for the District Test**
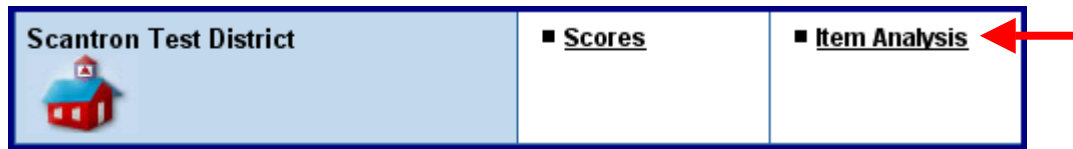
A. In the top row of the Reports grid, by the **District** name, click **Item Analysis.**

B. Next select the desired District *test* by clicking the test name.

C. Observe the aggregate district-wide test results.

D. Click **Details** to view a more granular Item Analysis Report.

Tip! Click any item number to view the corresponding question.

E. Click **Close** to return to the main Reports screen.

3. **View Grade Level Reports**

Grade Levels	▪ Scores	▪ Item Analysis

A. In the **Grade Levels** row, click **Scores.**

B. Select the appropriate *test* by clicking the test name.

C. View the Report and optionally *filter* the data.

D. If the test was taken by multiple grades, click the grade *link* to view results for that grade only.

E. Click **Close** to return to the main Reports screen.

F. Back at the main Reports screen you can now select **Item Analysis**. Refer to Page 4 for specific instructions.

4. **View Staff Member (Teacher) Scores**

Staff Members	▪ Scores	▪ Item Analysis

A. In the **Staff Members** row, select **Scores.**

B. Select the appropriate *test* by clicking the test name.

C. View scores for all Staff members relative to the test selected.

D. Click the **Staff member's name** (Example: **Mary Jones)** and then click the **Students** link to view scores *by student* for this specific staff member.

F. Click **Close** to return to the Reports screen

E. Back at the main Reports screen you can now select **Item Analysis**. Refer to Page 4 for specific instructions.

5. **View Student Groups** *(if applicable)*

Student Groups	■ Scores	■ Item Analysis

A. In the **Student Groups** row, select **Scores.**

B. Select the appropriate *test* by clicking the test name.

C. View test scores for all applicable Groups.

D. Click a **Group name** (Example: After School Program) and then click **Students** to view scores *for each student* in the group selected.

E. Click **Close** to return to the Reports screen.

F. Back at the main Reports screen you can now select **Item Analysis**. Refer to Page 4 for specific instructions.

6. **View Course Scores**

Courses	■ Scores	■ Item Analysis

A. In the **Courses** row, click **Scores.**

B. Select the appropriate *test* by clicking the test name.

C. View scores for the Course that was administered the test.

D. Select a **Course Name** (Example: Algebra 1) and then click **Classes** to view scores *for each class* that administered the test.

E. Click **Close** to exit to the main Reports screen.

F. Back at the main Reports screen you can now select **Item Analysis**. Refer to Page 4 for specific instructions.

7. **View Class Scores**

Classes	▪ Scores	▪ Item Analysis

A. In the **Classes** row, click **Scores.**

B. Select the appropriate *test* by clicking the test name.

C. View scores for each Class that was administered the test.

D. Select a **Class name** (Example: Section 1: Algebra 1, M. Jones) and then click the **Students** link to access scores for each student in that class.

E. Click **Close** to exit to the main Reports screen.

F. Back at the main Reports screen you can now select **Item Analysis**. Refer to Page 4 for specific instructions.

8. **View Student Scores**

Students	▪ Scores	▪ Item Analysis

A. In the **Students** row, click **Scores.**

B. Select the appropriate *test* by clicking the test name.

C. View the scores of all students in the District that took the selected test.

D. Click the Student's name (Example: **John Smith**) to view the Classes and Groups to which he is assigned. Select the Test Results tab to view all tests this student has been administered along with the status of each.

E. Click **Close** to exit to the main Reports screen.

F. Back at the main Reports screen you can now select **Item Analysis**. Refer to Page 4 for specific instructions.

9. **View Standards Scores**

Standards	■ Scores	■ Item Analysis
✔ The learner		

A. In **the Standards** row, select **Scores.**

B. Select the appropriate *test* by clicking the test name.

C. View the results of each standard measured on the test you selected.

⊠ Export XLS					Count: 5
Standard ▲	Items	Correct	Incorrect	Omitted	Score
(Items not associated with any standard)	1	4	6	0	40.00%
1.1.2 Reading long sentences	1	3	7	0	30.00%
1.1.1 Reading short sentences	1	3	7	0	30.00%
1.2.2 Writing long sentences	1	3	7	0	30.00%
1.2.1 Writing short sentences	1	3	7	0	30.00%

D. Click **Close** to exit to the main Reports screen.

E. Back at the main Reports screen you can now select **Item Analysis**.
    Refer to Page 4 for specific instructions.